



CAREER SERVICES PLANNING GUIDE

NAME: _____

DATE: _____

**Congratulations on your job
and thanks for your interest in the Career Services Program!**

**Remember that it's important to keep the job you have,
even if you're looking for a better job. The most important information
you can put on your resume is the name of your current employer.**

Let's talk about...

YOUR JOB AND YOUR FAMILY

- Where are you working?
- Tell me what you do (job title)?
- What parts of your job do you like the most?
- Tell me about your boss.
- How do you budget your expenses from paycheck to paycheck?
- Say something about how you balance work and family demands?
- How do you get to work?
- What do you do when your child is sick?

Let's talk about...

JOB KEEPING TIPS

- Be on time for work every day.
- Listen carefully to job instructions, and ask questions if you don't understand.
- If your employer has an employee handbook, read it.
- Volunteer for new assignments
- Be a team player
- Be a problem solver
- Keep your skills up to date
- Always do your very best (your boss will notice!)

Next steps: *Which job keeping skills would you like to work on for the next few months?*

Community Resources Recommended

☐ Food bank

☐ Community Health Care

☐ Housing Authority

☐ Go2WorkSource

☐ KeyTrain

☐ Other Training

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Let us know:

- If you are no longer working 30 hours per week. We can help.
 - If you move out of Washington State.
 - If your address changes.

CSP Specialist Contact Information:

Name: _____

Phone: _____

Email: _____

Reminder of Scheduled Career Services Payments and Bonuses Possible for Full Participation

*Counselor: List all months starting with the sign up month.
(If sign up is second month after TANF exit, start with month 2.)*

Explain 4th and 6th month bonuses for in-person interviews at WorkSource.

Month 1:	Month 2:	Month 3:	Month 4:		Month 5:	Month 6:	
\$200 (\$50 Payment (+ \$150 bonus for signing up))	Payment \$50 (If sign up month, \$200)	Payment \$50	Payment	Bonus \$100	Payment \$50	Payment \$50	Bonus \$100

At our next meeting, we'll talk about...

WHAT DO YOU NEED TO SUCCEED?

What can you do to get ahead on this job?

What are you good at?

What strengths can you offer an employer?

Would on-the-job training be an option?

Do you need to think about more education?

Is there anything else you want to discuss or have help with?